# TOWN OF GEORGETOWN Office of the Treasurer/Collector

Town Hall ♦ One Library Street ♦ Georgetown, MA 01833 Phone: (978) 352-5770 ♦ Fax: (978) 352-5716

SACHUS

# NOTICE OF JOB POSTING PART-TIME FINANCE CLERK

# Job Description:

Under the general supervision of the Treasurer/Collector, assists in the daily operations of this office; processes tax payments, provides customer service, and prepares bank deposits.

#### Qualifications:

Successful candidate will have a background in accounting or other related field; must possess substantial knowledge of municipal accounting practices and procedures and demonstrate a strong understanding of the laws and regulations pertaining to Massachusetts and Town Government. Candidate must exhibit strong written and verbal skills, illustrate attention to detail and accuracy, and have the aptitude to become proficient with municipal financial software (MUNIS) and Microsoft applications (specifically Word and Excel). Ideal candidate must be able to handle multiple tasks and deal effectively with regular interruptions; ability to deal with the public in a courteous and consistent manner.

The successful candidate must be a US citizen and qualify for fidelity bond as required by law.

### Compensation:

This position is 16 hours per week (Monday-Thursday, 12PM-4PM). Hourly rate not to exceed \$17.00 per hour depending on experience.

## To Apply:

Please submit resume and letter of interest to Town Administrator's Office, Georgetown Town Hall, 1 Library Street, Georgetown, MA 01833 or via email to <u>Jpantano@georgetownma.gov</u>. Application deadline is March 10, 2016.

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- Handles telephone inquiries and requests at the Treasurer/Collector window. Responds to a variety of inquiries, requests, and concerns relating to this department (payments, public information requests, and information for personal income taxes).
- Print vendor checks for accounts payable; prepare for distribution (mailing or pick up as required).
- Collects, processes, and posts payments of Town taxes (Real Estate, Personal Property, and Motor Vehicle Excise). Posts payments and maintains necessary spreadsheets and prepares turnin on a daily basis.
- Process and post receipts received from the Deputy Collector.
- Prepares and makes bank deposits.
- Sort and distribute daily mail for the department.
- Performs other related duties as needed.